

## **EDITED TASK LISTING**

### **CLASS: SENIOR YOUTH CORRECTIONAL COUNSELOR**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
1.	Supervises and/or monitors the job duties and responsibilities of staff assigned to a living unit in the areas of youthful offender counseling and supervision, safety and security of living quarters, grounds, recreation, youthful offender hygiene, unit cleanliness and living unit procedures on a daily basis in order to provide a safe and healthy treatment and work environment as required by the Division of Juvenile Justice facility
2.	Ensures a monthly casework schedule (e.g., individual, small, and large group, case conference notes, board reports and contact notes and individual treatment plans) is developed and distributed to living unit staff in order to provide the youthful offender counseling services as required by Division of Juvenile Justice policy
3.	Conducts daily and weekly information sharing with treatment team staff in order to relay operational/security information by utilizing the unit log book, e-mail, verbal/face to face meetings, memorandums and training sessions as required by Division of Juvenile Justice and Institutional policy
4.	Effectively delegates, as needed, the ordering of materials, office and cleaning supplies to living unit staff in order to maintain a clean, safe, operational work environment for both staff and youthful offenders as required by Institutional needs
5.	Plans and develops the duty post schedule for staff assigned to the living unit as directed by Departmental and Institutional policy in order to complete the required daily tasks
6.	Coordinates the daily work assignments of living unit staff by directing and monitoring the required job responsibilities and tasks as directed by Departmental and Institutional policy in order to complete the task in an efficient, compliant and consistent manner
7.	Schedules the daily work assignments of staff to ensure services are provided to youthful offenders (e.g., counseling services, daily operations, recreation activities, daily searches on the living unit, common areas, and sleeping quarters of the youthful offenders) as directed by Departmental and Institutional policy

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8.	Evaluates the daily job performance by utilizing apprenticeship programs, performance evaluations, and training, etc., of assigned staff in order to maintain effective and safe operations for the living unit as directed by Departmental and Institutional policy
9.	Participates in the recruitment and hiring process for the job classification of the Youth Correctional Counselor series by participating in interview panels, workshops, recruitment fairs, etc., as required by the Department
10.	Conducts training for Youth Correctional Counselors by demonstrating standard job performance utilizing duty statements, post orders, staff appraisals, staff briefings, etc., as required by the Departmental and Institutional policy
11.	Develops training for Youth Correctional Counselors in order to conduct effective training through lesson plans, developing duty statements, post orders, etc., as required by the Departmental and Institutional policy
12.	Conducts corrective action with staff in order to improve staff performance by utilizing, memorandums, training, record of verbal counseling, work improvement discussions, etc., as required by policy, statute, and regulations
13.	Recommends possible adverse action regarding an employee to the facility Superintendent, as necessary
14.	Implements and adheres to collective bargaining agreements for Unit 6 staff, (e.g., casework scheduling, shift swaps, conducts informal review of staff grievances, etc.) as required by the Memorandum Of Understanding (MOU)
15.	Assists in the training of youthful offenders in their daily institutional living and recreational activity programs to comply with Institutional and living unit procedures towards a normative culture as directed by the Safety and Welfare Remedial Plan
16.	Assists in the counseling of youthful offenders towards changing their delinquent thinking and behavior in order to become productive law abiding citizens in the community as established by the Mission Statement of the Division of Juvenile Justice

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17.	Assists in the supervision of Youthful Offenders during all aspects of their daily living program to ensure the safety and security of the institution and community as directed by the Mission Statement of the Division of Juvenile Justice
18.	Develops constructive programs for periods of time when youthful offenders are not in school or in a vocational work program utilizing special activities (e.g., intramural sports, tournaments, arts and crafts, treatment groups, educational assignments, work crews, restorative justice, etc.) to ensure safety and a normative culture on the living unit
19.	Monitors living unit staff for the implementation of constructive programs for periods of time when youthful offenders are not in school or in a vocational work program by making use of special activities (e.g., intramural sports activities, tournaments, arts and crafts, treatment groups, educational assignments, work crews, restorative justice, etc.) to ensure safety and a normative culture on the living unit
20.	Communicates and coordinates with other institution staff regarding observations, perceptions, and behavior of youthful offenders in order to maintain safety and security of the youthful offenders, visitors, volunteers, staff, institutional operations and the community on a daily basis as required by Office of Corrections Standards Authority (former function of CPOST)
21.	Promotes and encourages volunteer participation in activities on a planned, regular basis and maintains appropriate records for safety and security and required reporting purposes as one of the principles of the CDCR Safety and Welfare Remedial Plan
22.	Operates electronic word and data processing systems for staff to document and relay ward behaviors, staff communication, daily operations, work orders, statistical reports, e-mail, treatment referrals, schedules, etc. as required by Standard Operating Procedures

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23.	Works cooperatively with the institutions Health and Safety Officer to carry out the departmental health and safety program in order to prevent and reduce injuries, accidents, illnesses to staff and youthful offenders through safety inspections, meetings, work orders to ensure compliance as directed by the departmental policy and California Occupational Safety and Health (Cal/OSHA) standards
24.	Makes recommendations to the appropriate manager on policy or procedural changes, which may have application beyond the living unit
25.	Develops and supports positive staff working relationships and team cohesiveness within the treatment team in order to ensure effective utilization of resources, skills and abilities within the treatment team by Departmental standards
26.	Maintains cooperative working relationships with ancillary institutional staff within the facility in order to complete the mission of the Department utilizing communication, professionalism, interpersonal skills, tactfulness, diplomacy, etc. as directed by Departmental standards and performance appraisals.
27.	Ensures living unit staff have been trained, understands, and carries out policies of the California Department of Corrections and Rehabilitation as required by the Department
28.	Reviews youthful offender disciplinary action daily and serves as appeal officer on lower-level Disciplinary Decision-Making System (DDMS) dispositions, review behavioral reports for content and accuracy, ensures correct allegations and appropriate dispositions are carried out, as required by the Division of Juvenile Justice-Institutions and Camps Manual.
29.	As determined by Institutional operations, may serve as the chairperson or member of the following committees: case conferences, ward grievance committee, and level B DDMS disposition hearings, monthly SYCC meetings, special committees as assigned to provide experience and expertise as required by the Department

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30.	Train staff regarding recommendations for disciplinary actions for the youthful offenders when completing lower level DDMS actions to ensure appropriate dispositions for the allegation as required by the Division of Juvenile Justice-Institutions and Camps Manual
31.	<b>Orientate newly assigned staff regarding the living unit standards, policies and procedures of the Institution and values of the Department in order to reinforce the expected behaviors and job standards necessary to perform their duties</b>
<b>Richard A. McGee Correctional Training Center – Tasks 32 - 38</b>	
32.	Plans training for cadets becoming Youth Correctional Officers, Youth Correctional Counselors, Casework Specialists, and Medical Technical Assistants as required by the utilizing required lesson plans, as approved by Office of Corrections Standards Authority (former function of CPOST)
33.	Designs training programs and program descriptions for cadets becoming Youth Correctional Officers, Youth Correctional Counselors, Medical Technical Assistants, and Casework Specialists as required by the Office of Corrections Standards Authority and to achieve Instructional Certification through Delta College, which provides Basic Correctional Juvenile Academy cadets to receive college credits while attending the academy
34.	Delivers the educational training and instruction to cadets becoming Youth Correctional Officers, Youth Correctional Counselors, Medical Technical Assistants, and Casework Specialists to achieve Instructional Certification through Delta College, which provides Basic Correctional Juvenile Academy cadets to receive college credits while attending the academy
35.	Observes and evaluates the performance and behavior of cadets becoming Youth Correctional Officers, Youth Correctional Counselors, Medical Technical Assistants, and Casework Specialists as required by the Office of Corrections Standards Authority in order to meet the standards required by the Department

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36.	Provides input in establishing apprenticeship standards and the basic academy program for cadets becoming Youth Correctional Officers, Youth Correctional Counselors, Medical Technical Assistants, and Casework Specialists in order to demonstrate the required competency and develop the required experience necessary to perform the job duties
37.	Counsels, motivates, and resolves cadet disputes in order to provide a written comprehensive evaluation of cadets' overall academy participation, progress, competency, academic achievement, physical fitness, moral ethical behavior necessary to meet Departmental standards and community expectations
38.	Conducts inquiries and may take corrective action with academy cadets regarding any infractions or policy violations that may occur while enrolled at the academy to promote the moral ethical behavior necessary to meet Departmental standards and community expectations